



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

18 OCT 1996

MEMORANDUM FOR ALL PEOS AND DACS

FROM: SAF/AQ  
1060 Air Force Pentagon  
Washington DC 20330-1060

SUBJECT: Early Contract Administration Services (CAS)

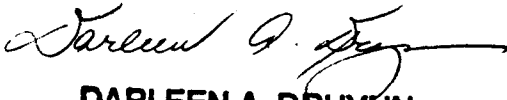
The Air Force Materiel Command (AFMC/CC) chartered process action teams (PATs) to reengineer several of its business processes. Product Management Reengineering Initiative AP-14 PAT studied the AFMC/Defense Contract Management Command (DCMC) interface. Difficulties in communication and numerous examples of misunderstandings of roles and responsibilities were identified. Overcoming these difficulties will result in more executable contracts and provide for a more efficient use of AFMC/DCMC resources both during precontractual efforts leading to a solicitation and following contract award.

DCMC has recently established a network of liaisons to act as facilitators between program offices and various DCMC offices involved with early CAS. The reengineering team recommended that program managers responsible for acquisition category (ACAT) programs be required to contact the DCMC liaison at their respective buying activities to assist in establishing new acquisition and program execution strategies. I endorse this recommendation. Additionally, I encourage you to contact the liaisons for critical and high priority non-ACAT programs. Acquisition Policy 95A-009, 7 Nov 95, already encourages DCMC participation in the Acquisition Strategy Panel process. The intent of this policy is to ensure that DCMC participation begins at the very earliest stages of the acquisition process. The attached list is provided for your use. If there is not a liaison listed for your location, contact Lt Col Brodfuehrer, HQ DCMC, DSN 427-2381, commercial (703) 767-2381.

The team also recommended System Program Directors (SPDs)/Program Managers (PMs) responsible for ACAT programs initiate a Memorandum of Agreement (MOA) or similar document with the cognizant DCMC office within 90 days after contract award. I endorse this recommendation as well, and encourage every effort to integrate the roles and responsibilities of the two organizations in order to optimize program resources and eliminate duplication of effort. Updates to these MOAs should be done annually or upon assignment of a new SPD/PM. MOAs with DCMC offices performing on major subsystems and important non-ACAT programs

are encouraged. Programs without such MOAs will be required to document the reasons during portfolio reviews. As a minimum, the following areas are to be included in the MOA: organizational structures (e.g., IPTs), roles and responsibilities, and communications and reporting. The MOA should be written to reflect the unique properties associated with the program (e.g., acquisition phase, contract type, strengths and weaknesses of program office and DCMC personnel, etc.).

These two actions will lead to more efficient use of resources. I strongly encourage your support to ensure more executable contracts.

  
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DCMC Liaison Listing

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